User Security Permissions

Quick Guide

AGENCY FUNCTIONAL ADMINISTRATOR

1. Mouse over the **Administration** menu item and select **User Security Permissions** from the resulting dropdown menu. The Maintain User Security tab will appear.
2. Follow the Maintain User Security tab instructions.

Maintain User Security Tab

Overview

The purpose of the Maintain User Security tab is to allow an Agency Functional Administrator to view and edit the permissions for existing users. This includes the roles, modules, and agencies to which a user has access. To add or remove a user, please contact your DPB Analyst.

Instructions

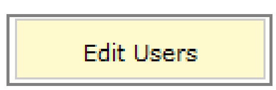
VIEWING EXISTING USER PERMISSIONS

1. View the existing user permissions in the **View All Users grid**. To filter on a single User ID, User Name, Security Property, or Value Assigned, use the filters below the column headers.

View All Users

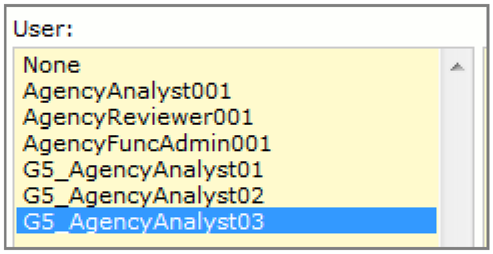
	User ID	User Name	Security Proper	Value Assigned
1	1	covgreenspan	ROLE	PBAdmin
2	1	covgreenspan	ROLE	AgencyAdmin

2. To edit the permissions of a user, click the **Edit Users** button. The screen will refresh and display the **Add New Property** fields.

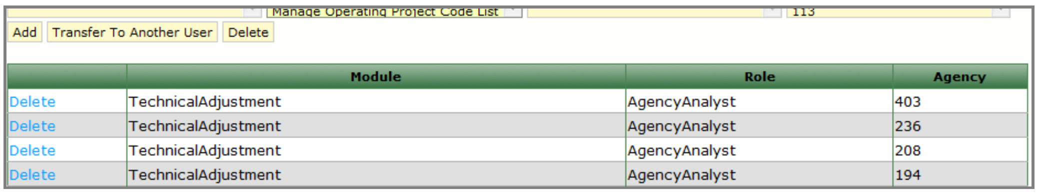


ADDING USER PERMISSIONS

1. To add new permissions for one or more users, select them from the list of available users in the **User** field.

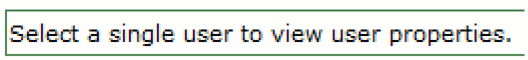


Selecting a single user will display the existing permissions in a table below the **Add**, **Transfer to Another User**, and **Delete** buttons.

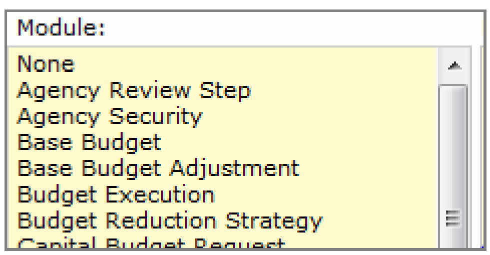


	Module	Role	Agency
Delete	TechnicalAdjustment	AgencyAnalyst	403
Delete	TechnicalAdjustment	AgencyAnalyst	236
Delete	TechnicalAdjustment	AgencyAnalyst	208
Delete	TechnicalAdjustment	AgencyAnalyst	194

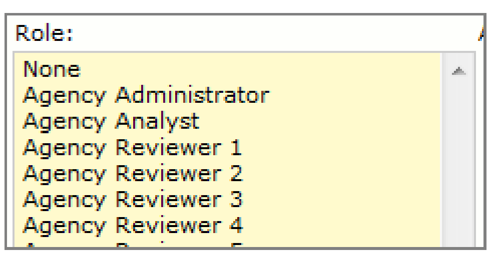
Selecting multiple users will display a message that says "Select a single user to view user properties."



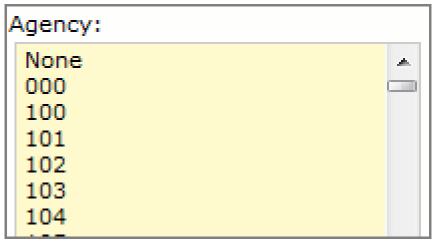
2. In the **Module** field, select the modules for which you want to add user permissions for the selected users.



3. In the **Role** field, select the roles that you want the selected users to have for the selected modules.



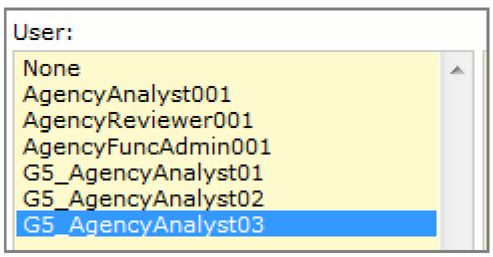
4. In the **Agency** field, select the agency or agencies to which you want the selected users to have access for the selected modules.



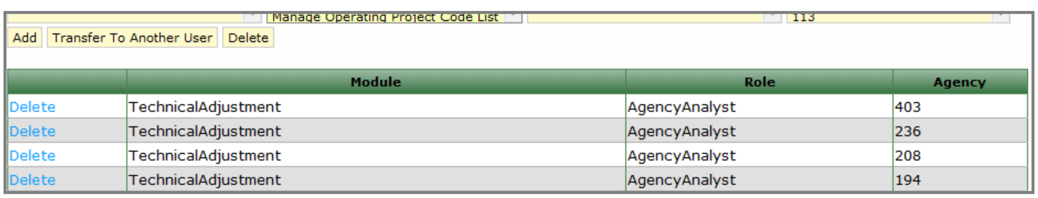
5. Click the **Add** button to add the user security permissions to the selected users. If only one user is selected, the new permissions will display in the grid below. To view all the new user security permissions, click the **View All Users** button.

DELETING USER PERMISSIONS

1. To delete permissions for one or more users, select the users from the list of available users in the **User** field.



   Selecting a single user will display the existing permissions in a table below the **Add**, **Transfer to Another User**, and **Delete** buttons. Clicking the **Delete** button in the grid will remove permissions for a particular user.



	Module	Role	Agency
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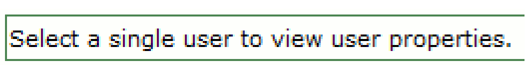
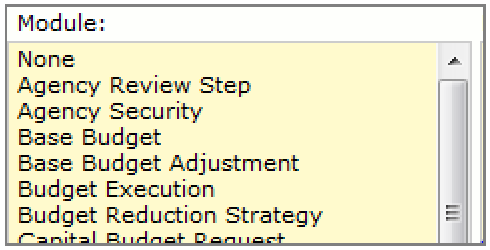
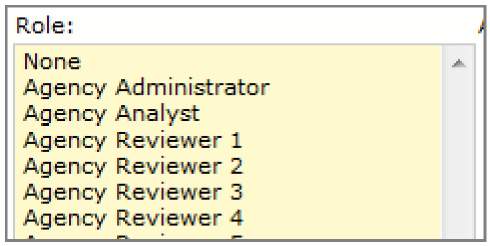


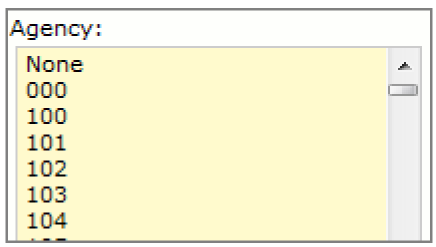
2. In the **Module** field, select the modules from which you want to remove user permissions for the selected users.



3. In the **Role** field, select the roles that you want to remove from the selected users and selected modules.



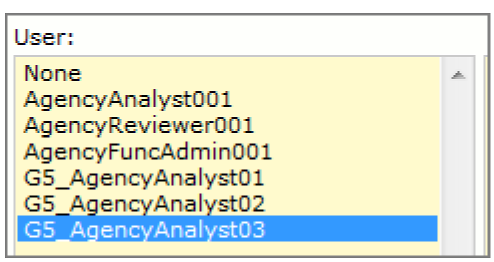
4. In the **Agency** field, select the agency or agencies you want to remove from the selected users and selected modules.



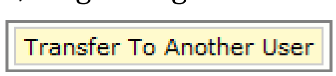
5. Click the **Delete** button to remove the user security permissions from the selected users. To view all the new user security permissions, click the **View All Users** button.

TRANSFERRING USER PERMISSIONS TO ANOTHER USER

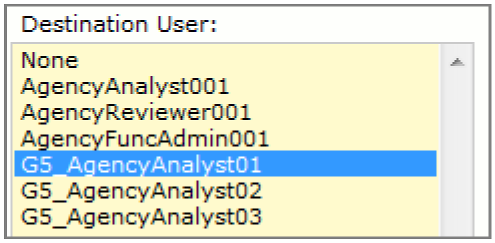
1. To transfer permissions from one user to another, select the users for which you want to transfer the user properties from the list of available users in the **User** field.



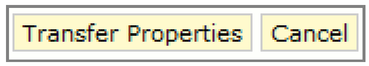
2. Click the **Transfer to Another User** button. The screen will refresh displaying two fields, Originating User and Destination User.



3. In the **Destination** field, select the users to which you would like to transfer the properties of the previously selected users.



4. Click the **Transfer Properties** button to transfer the properties. Click **Cancel** to cancel the transfer.



Field Definitions

Field Name	Description
Add	A button that adds the selected permissions to the selected users
Add New Property	A series of fields that allow for selection of permissions to add or delete.
Cancel	A button that cancels the transfer of properties from one user to another user or group of users.
Delete	A button that deletes the selected permissions from the selected users
Edit Users	A button displays a screen that allows for adding or removing user permissions.
Transfer Properties	A button that transfers the permissions of one or more users to another user or group of users.
Transfer to Another User	A button that displays a screen that allows for the transfer of permissions from one or more users to another user or group of users.
View All Users	A button that display a screen that shows all user permissions in a grid.